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OTR 10/24/55
CP
Anne S.
Anne S. - ad
Helms
Audrey J.

MEMORANDUM FOR THE RECORD

SUBJECT: Minutes of the Operating Division Training Officers' Meeting
on 14 October 1955

1. Attendance:

[Empty box for attendance list]

2. Business Considered:

a. Operations Course: The Chairman advised that Division and Staff comments and recommendations, reflecting the formal DD/P position on the proposed Operations Course, had been consolidated and forwarded to Mr. Helms, on 13 October. Following COPS approval, copies of the correspondence will be sent to Training Officers and Senior Staff Chiefs.

The schedule for the course has not been worked out as yet, but on completion is to be made available to the Senior Staffs for critical review of the substantive content. It should be anticipated that OTR instructors will also seek Area Division assistance in developing the course instruction.

b. Prerequisites for CE Course: After a general discussion on this topic, the group agreed that the CSTC review CE and other course prerequisites with the OTR, in the near future. In the interim, prospective students for CE or other specialized training, who do not meet the prescribed prerequisites should request a waiver according to present procedure.

c. Meeting with Director, OTR - 20 October 1955: The Chairman, CSTC, cordially invited all the TO's to attend the DTR meeting to be held in the Conference Room, Bldg. [] at 9:30 a.m. If for any reason they could not attend, TO's were requested to send an authoritative substitute.

d. Admin Procedures Courses: The Admin Procedures Course will be a three-week Course, beginning with the 31 October-18 November 1955 running. The instruction will be given in three phases: first week; organization, general office procedures, regulations and practice work

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in medical, travel, personnel and other administrative matters applicable agency wide; second week: introduction to clandestine activities, admin regulations and procedures that apply to DDP Headquarters; third week: overall DDP field procedures.

Primarily designed for clerical personnel, the course may be taken in its entirety, or students may be enrolled for any one-week package, as appropriate. A course schedule will be forwarded in the near future.

c. CIA Review: The next running of CIA Review will be 18 October 1955. TO's were reminded that all returnees should be scheduled for the Review, and told attendance was mandatory. Certificates of attendance are now in use with copies being forwarded to TO's, Staff Training Officers, Registrar and Central Processing.

d. Conference Leadership: The Intelligence School of OTI is offering a Conference Leadership Course, 14 November-through 21 December 1955, which will be held in the Conference Room, Bldg. [] Mondays and Wednesdays, 0930-1130 for a total of 24 hours. The Course is designed for officers having responsibility for leading conferences and will be limited to 16 students of the GS-11 and up level. The DDP quota will be only two. The Chairman recommended that TO's forward or telephone names of applicants at their earliest convenience. Applicants in excess of quota will receive priority consideration for subsequent offering. The Chairman will monitor the course outside of the quota.

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e. The Chairman announced that TO's should forward their requirements for the Summer Program of Instruction in Less Usual Languages through Senior Staff Training Officers, prior to 15 November.

f. The question was raised as to the course equivalent for CO for those personnel who had completed BOC, and CMT. The Chairman stated that the CBR would be considered the equivalent for returnees, but for Hdq. personnel the second half of Operations Familiarization is designed to approximate the coverage of CO. In addition the second phase of the Operations Support course presently running could be considered for constructive credit.

g. Mr. Thompson, SSA/DDS stated that the DCI had announced his desire to have Agency personnel be more proficient in languages. Mr. Thompson said the statement did not seem to be made in conjunction with any particular program, but undoubtedly a statement would be forthcoming if it were. It was thought that the Area Training Program, being planned for long range usefulness to the Agency, would incorporate language study, and could partially answer Mr. Dulles' desire for more language proficiency.

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